

**Quincy Public Library  
Board of Trustees Meeting  
November 9, 2021  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, November 9, 2021, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Megan Duesterhaus-AuBuchon, Clairice Hetzler, Angela Kettelman, and Chris Pratt. Trustees absent: Ben Uzelac and Dean LaVelle. Others present: Kathleen Helsabeck, Kim Akers, and Burgundy Hill.

**I. APPROVAL OF AGENDA**

Kathy Ridder asked that Anita Failor of Wade Stables be allowed to present the annual audit report after approval of the minutes. Chris Pratt moved to approve the agenda as revised. Megan Duesterhaus-AuBuchon seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Kettelman moved to approve the October 12, 2021, regular meeting minutes as presented. Chris Pratt seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Kathy Ridder reminded everyone that the board retreat is scheduled for Friday, November 12, 2021, from 10:00 a.m. to 4:00 p.m. at the Quincy Museum at 1601 Maine. A light breakfast will be served in the morning and lunch will be provided.

**IV. BOARD EDUCATION**

Kathleen Helsabeck gave a brief presentation on Technical Services Department.

**V. RECOGNITION OF CORRESPONDENCE**

An email thanking Bill Waters for finding airplane books for a young patron was presented. An email from Amanda Davis of the YWCA was received thanking the Library for assistance with a homeless patron.

**VI. PUBLIC COMMENTS**

Val Stark commented on the changes to the Sick Leave Bank Policy and expressed safety concern over the issues with the smoke detectors and alarms.

**VII. LIBRARY REPORTS:**

**A. Financial Report – Cheryl Predmore**

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of October 31, 2021, was \$1,241,662.16. The balance in the reserve fund is \$400,164.41. The Library is 48% through the fiscal year.

**B. Library Report**

Kathleen Helsabeck reported that checkouts for October were down slightly, but traffic

numbers increased from September. The highest traffic day was the first day of the Friends fall book sale and the lowest was Saturday, October 30. After 32 years at the Library, Evelyn Uppinghouse retired as a cataloguer in the Technical Services Department. Sean Waters will take over her position. The A/V window replacement is complete except for a few cosmetic repairs. Kemner's has started the Dryvit project, which includes power washing, patching, caulking, and painting the exterior of the Library. The HVAC system is not working properly throughout the Library. Keck is unsure when it will be fixed due to the difficulty in getting parts. The IT project is at a standstill until further notice. It was agreed to discuss this issue at the upcoming Board retreat. Ms. Helsabeck reported that she has requested \$150,000 from the City to pay for the original window replacement project. Mayor Troup will evaluate the request in January. The first round of donation request letters have gone out for the mobile library project. Ms. Helsabeck and Burgundy Hill continue to make presentations at area community groups about the mobile library.

The Alibi Bar on 5<sup>th</sup> & York has asked the Library if their customers can use the Library's parking lot. The Library's attorney, Joe Duesterhaus, has offered to draw up an agreement. Mayor Troup said he would look into parking lot leases around town for Ms. Helsabeck. Additionally, Port's Place at 510 Jersey has new ownership, and has asked to temporarily use several parking spots during the remodel. They will also be asked to sign an agreement on the use of parking spaces owned by the Library. Ms. Helsabeck stated that the Library would need to be included on both of the businesses' insurance policies to absolve the Library of any liability.

A representative from LIRA recently conducted a site visit. They checked that last year's recommendations had been followed, and made several new recommendations that include lightning protection, chemical documentation, and book sale storage. Homebank has moved away from the Insured Cash Suite (ICS) account and will no longer be moving funds from the Library's checking account into the ICS account. Instead, they are pledging the funds internally and offering the same interest rate as previously offered in the ICS account. The Friends held a successful book sale and realized \$2,646 for the three day event. The expanded Quincy Historical Newspaper project is now live and includes local newspapers published from 1835 to December of 2020. In addition, the Library is offering several new databases.

Ms. Helsabeck stated that she will not be hiring a new Assistant Director, but will be promoting four employees to team lead positions in Reference, Circulation, Children's, and Technical Services. These positions will be responsible for scheduling, training new staff, and overseeing the department, and will receive salary increases commensurate with their new duties. All team leads will report to Burgundy Hill. In addition, Kim Akers and Burgundy Hill will also receive salary increases. A new organizational chart was included in the Board packet reflecting these changes. Chris Pratt asked that the Board see the new team lead job descriptions prior to implementation.

A memo outlining the recent issues with the fire alarm system was included in the Board

packet. Ms. Helsabeck stated she is waiting on quotes from Alarm Systems, Inc. and Seico to replace the faulty panel. The original system was installed by Seico during the renovations and includes proprietary equipment that ASI cannot repair. Ms. Helsabeck would like to discontinue working with Seico and has asked ASI to submit a quote to take over the system in its entirety. Once these have been received, Ms. Helsabeck will call a Building & Grounds meeting to review the quotes. In the meantime, the Library is utilizing 24 residential wireless smoke detectors that triggers an app on the Library's cell phone as well as Ms. Helsabeck's phone and the maintenance cell phone carried by Will Matlick if smoke is detected in the building. These are not connected to the alarm system or Quincy Fire Department. When the app is triggered, 9-1-1 will need to be called manually. Both LIRA and Quincy Fire Department are aware of the issue and are working with the Library to insure the continued safety of staff and patrons. Cheryl Predmore recommended holding the payments to ASI and Seico for current invoices until the quotes are received.

## VIII. COMMITTEE REPORTS:

**A. Audit – Cheryl Predmore:** Cheryl Predmore presented the Expenditure Approval List for October 31, 2021, in the amount of \$84,865.10. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for October 31, 2021, as presented. Chris Pratt seconded. A roll call vote was held with the following results:

Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Angela Kettelman	yes	Harry Ruth	yes
Clairice Hetzler	yes	Chris Pratt	yes
Kathy Ridder	yes	Ben Uzelac	absent
Dean Lavelle	absent		

The motion carried with seven yes votes, zero no votes, and two absent.

**B. Finance – Cheryl Predmore:** Cheryl Predmore reported that the Finance Committee met just prior to the Board meeting. The committee discussed the draft FY22/23 budget and agreed to meet in January to give final approval to the draft budget before sending it to the City.

**C. Building & Grounds – Harry Ruth:** Harry Ruth reported that the Building & Grounds Committee did not meet. He noted that the Library has accepted a quote and scheduled the replacement of the remaining original windows with Adams County Glass to lock in current pricing of approximately \$200,000. He expects the project to start in the spring.

**D. Personnel – Clairice Hetzler:** Clairice Hetzler reported that the Personnel Committee did not meet, but needs to meet to discuss the Executive Director's evaluation and the team lead job descriptions.

**E. Policy - Megan Duesterhaus-AuBuchon:** Megan Duesterhaus-AuBuchon reported that the Policy Committee met on October 18, 2021, where they approved revisions to 13 patron policies. Chris Pratt moved to approval all 13 policies as presented. Megan Duesterhaus-AuBuchon seconded and the motion carried. Ms. Duesterhaus-AuBuchon then presented changes to the current Coronavirus Policy. She asked that it be extended by six months to June 30, 2022. There being no discussion, Chris Pratt moved to approve the revisions to the Coronavirus Policy as presented. Cheryl Predmore seconded and the motion carried. Ms. Helsabeck stated that she will be preparing a press release to announce that the Library is going fine free in accordance with the policy changes. She pointed out that the Library has not been charging fines since the start of the pandemic. Burgundy Hill asked that the Board clarify that the Library will also be removing any outstanding overdue fines, but not charges for lost or damaged items. Harry Ruth stated that he would like to see patrons pay outstanding overdue fines and be fine free going forward. There being no further discussion, Clairice Hetzler moved that the Library become fine free and excuse all past overdue fines. Chris Pratt seconded. The motion carried with Harry Ruth voting no.

**F. Ad Hoc Advocacy – Dean LaVelle.** Dean LaVelle was absent. The Ad Hoc Advocacy Committee did not meet

**G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder.** Kathy Ridder reported that the Foundation will meet on Wednesday, November 17, 2021, at noon at the Library.

## **IX. UNFINISHED BUSINESS**

No Unfinished Business was brought before the Board.

## **X. NEW BUSINESS**

**A. Annual Audit – Wade Stables.** Anita Failor of Wade Stables presented the annual audit for FY2020. She noted the change in net position, which includes assets from the Foundation, as \$689,070. That amount also includes unrealized gains from the Foundation's investments. Ms. Failor stated that the Library needs to do a study of the Other Post Employment Benefits (OPEB). In prior years, that study was included with the City of Quincy's study. Since the Library separated from the City for health insurance, the Library will need to conduct its own study this year and every two years after that. Ms. Failor concluded the report by stating the audit showed no significant deficiencies. She was asked about the deficiencies noted in the Foundation's audit. She stated that some of the financial reports prepared by the consulting accounting firm were not updated with the most current information when they were sent to the Foundation Board. She stated that the consulting accounting firm needs to provide current information to the Foundation Board, and Library management needs to stay on top of the information sent out to insure that it is current. There being no further discussion, Cheryl Predmore moved to approve the annual audit report for FY2020 as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Angela Kettelman	yes	Harry Ruth	yes
Clairice Hetzler	yes	Chris Pratt	yes
Kathy Ridder	yes	Ben Uzelac	absent
Dean Lavelle	absent		

The motion carried with seven yes votes, zero no votes, and two absent. Ms. Failor was thanked for her presentation.

**B. 2022 Holiday Closure Schedule.** Kathleen Helsabeck presented the proposed 2022 QPL holiday and closure schedule. She stated that the Library will be closed on Friday, December 23, and Monday, December 26, 2022, as well as Christmas Eve and Christmas Day. Staff will be paid for the two Christmas holidays. The Library will also be closed on Friday, December 30, 2022, and Monday, January 2, 2023, as well as New Year's Eve and New Year's Day, and staff will be paid for the New Year's holidays. She also proposed that the Library be closed on November 26, 2022, the Saturday after Thanksgiving. She stated that the Library is not busy on that day and it is very difficult to find enough staff to work. This will not be a paid holiday. There being no further discussion, Clairice Hetzler moved to approve the proposed 2022 Holiday Closure Schedule as presented. Angela Kettelman seconded and the motion carried.

## **XI. PUBLIC COMMENTS**

Val Stark asked if the panic buttons still worked. Kathleen Helsabeck stated that the panic buttons and secured doors are still operational.

There being no further discussion, Harry Ruth moved to adjourn the meeting. Chris Pratt seconded, and the meeting was adjourned at 7:06 p.m.

Respectfully submitted,  
Kimberly Akers